

## ROUTING AND TRANSMITTAL SLIP

Date 15 DEC 1981

DD/A REGISTRY

FILE: Meeting 1

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>pm</i>	15 DEC 1981
2.		
3.		
4. D/Logistics		
5. Attn: C/PMS		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

4. For action by OL per telephone conversation between [ ] on 14 Dec 81.

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
- EO/DDA	Phone No.

5041-102

★ GPO : 1990 O - 311-156 (17)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

UNCLASSIFIED	CONFIDENTIAL	SECRET
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**EXECUTIVE SECRETARIAT**  
Routing Slip

*DDM*

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/ICS				
4	DD/NFA				
5	DD/A	/			
6	DD/O				
7	DD/S&T				
8	GC				
9	LC				
10	IG				
11	Compt				
12	D/PA				
13	D/EE0				
14	D/Pers				
15	D/ExStt				
16	AO/DCI				
17					
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks:

3637 (12-77)

/ Executive Secretary

12/14/81

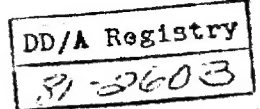
Date

ILLEGIB

THE WHITE HOUSE

WASHINGTON

December 11, 1981



MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: CRAIG L. FULLER  
ASSISTANT TO THE PRESIDENT  
FOR CABINET AFFAIRS *CF*

SUBJECT: Briefing Session on Federal Annual Plans  
for Executive Order on Black Colleges

On December 16, 1981 a briefing session for agencies designated by the Secretary of Education, as mandated in Executive Order 12320, will be held at the White House. The meeting will provide an orientation of the Executive Order and direction for how your agency is to complete the Annual Plan required by Executive Order 12320.

It is necessary for you to designate your agency's representative, an immediate subordinate, for the implementation of this Executive Order.

Please call in the name of your designated representative to Missy Hodapp at 456-2800 no later than noon, December 15, 1981.

Thank you for your support in this effort.